

PLAN REVIEW MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Plan Review Manager exists in the Planning and Development Services Department is to serve as the deputy official building code authority for the city. This position supervises the Plan and Sr. Plan Examiners. Assists in the final technical approval point on building safety issues in the building plan review and building inspection operation areas. Work is performed under general supervision by the Chief Planning and Development Officer (Building Official).

ESSENTIAL FUNCTIONS

Selects, trains, evaluates, plans and directs the work of staff engaged in a variety of activities which may include building plan review and inspections and customer service.

Coordinates work plans, prepares, justifies and administers budgets, schedules and monthly reports.

Develops, monitors and evaluates performance standards of the plan review process. Conducts quality control of review plans.

Provides technical leadership on building safety issues to staff responsible for the building plan review and building inspections; assists in the more difficult review and code interpretations questions.

Performs highly skilled technical plan review through the visual inspection of submitted building plans and field inspections.

Acts as Secretary to the Building Board of Appeals.

Maintains current and comprehensive records of new materials and design concepts and recommends changes of the code to resolve design and interpretation problems and to accommodate and control new materials and new design concepts.

Provides ongoing training to staff involved in plan review and inspection work and verbally answers questions and advises the public concerning building codes or plan review/inspection progress.

Assists in developing and updating building, plumbing, electrical and mechanical codes and ordinances for adoption.

Coordinates with inspection staff to ensure consistency in the application of code requirements.

Provides oversight of the Green Building program and incorporation into plan review and inspection processes.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of design and structural engineering
Methods and materials used in building construction
Building construction codes and related laws and ordinances

Ability to:

Operate a variety of standard office equipment, including a personal computer, a variety of computer software and other equipment essential to performing daily activities that requires continuous and repetitive eye and arm or hand movement.
Listen and communicate effectively with a diverse group of people
Read and interpret plans, specifications, and other pertinent reports and data
Review complex structural design applications involving determination of construction standards
Establish and maintain effective working relationships with co-workers, supervisors, contractors, architects, developers, engineers and the general public
Maintain regular consistent attendance and punctuality

Education & Experience

Any combination of a Bachelor's degree in Civil or Structural Engineering or Architecture and three years experience in the building construction industry relating to structural engineering including supervisory experience.

Must possess a valid Arizona Driver's License with no major driving citations within the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified